

SPECIAL FINANCE COMMITTEE

MINUTES

The Finance Committee of the City of Willmar met at 12:00 noon on Friday August 16, 2019 in Conference Room No. 1 at the City Office Building.

Present:	Audrey Nelsen	Chair
	Andrew Plowman	Member
	Julie Asmus	Member
	Rick Fagerlie	Member

Others present: Finance Director Okins, Park and Recreation Director Rob Baumgarn, Public Works Director Sean Christensen, Project Manager Curt Hein, and Andy Engan from Engan and Associates.

Item No. 1 **Call to Order**

The meeting was called to order at 12:05 p.m.

Item No. 2 **Public Comments**

There were no Public comments.

Item No. 3 **Recommended Action Items for the Council**

Robbins Island – Four Season Shelter – Resolutions (2)

Staff explained to the committee that the bids have been received for Robbins Island Four-Season Shelter. The Bidders were asked to submit a Base Bid and Alternates for Asphalt Shingles, Polished Concrete Floor, Air Conditioning, Spray Foam Insulation, Wood Ceiling and Wall Feature in the Community room.

There were three bids received and the base bids were as follows

- A. \$891,250
- B. \$911,634
- C. \$913,000

Staff's recommendation was to keep the Base Bid of Contractor A of \$891,250 (Steel Roof), to add the alternate of polished concrete floor of \$19,127 to the project. This along with the estimated engineering, \$90,000, and contingency \$70,000, would bring the total project cost to \$1,070,377.

Present funding for the project consisted of the Legacy Grant from the MN DNR of \$606,000 and current City Capital Funding of \$233,000, for a total presently available of \$839,000, which would require additional funding of \$231,377. Areas of additional funding listed by staff were from Excess 2018 Revenues of \$840,664, Unspent 2019 Capital Improvement Projects of Auditorium of \$250,000, Robbins Island Amphitheatre of \$170,000 and Excess dollars remaining from the purchase of Public Works Mowers of \$76,000.

The committee discussed at length the alternates, and if the funding from the Amphitheatre and mower surplus is used, it would not only be able to fund staff's recommendation, but also do the air conditioning and spray foam insulation.

After very lengthy discussion it was moved, seconded and passed to recommend the council pass two resolutions as follows:

First resolution to re-appropriate \$170,000 budgeted as partial funding for an Amphitheatre at Robbins Island and \$76,000 left from the purchase of Public Works Mowers to the Robbins Island Four-Season Shelter Project.

Second resolution to accept the base bid of Contractor A with the alternates of the Polished Concrete Floor, Air Conditioning and Spray Foam Insulation, and authorize the Mayor and Administrator to sign the agreement.

Item No. 4 Discussion Items by the Committee

There were no other items on the Agenda or discussed.

There being no further business to come before the Committee, the meeting was adjourned at 12:30 PM by Chair Nelsen.

Respectfully submitted,

Steven B. Okins
Finance Director